

# YEAR-END FINANCIAL REPORTS REVIEW

## The State Controller's

**Office** is offering a year-end financial reports review. These sessions are designed to provide an opportunity to review prior year financial reports and receive updated information on the preparation and submission of the Budgetary/Legal Basis year-end financial reports. The sessions are open to all agencies, boards, commissions, and departments.



## Folder Review Sessions

### ➤ Budgetary/Legal Basis Reporting

- ✓ Changes and updates to year-end reporting instructions
- ✓ Due dates
- ✓ Informal question and answer session
- ✓ Prior-Year Financial Reports Review

### Schedule

Time: AM session: 9:00 a.m. – 11:00 a.m.  
PM session: 1:00 p.m. – 3:00 p.m.

April 20	Session 1 (AM)
April 20	Session 2 (PM)
April 21	Session 3 (AM)
April 21	Session 4 (PM)
April 27	Session 5 (AM)
April 27	Session 6 (PM)

## Location

All classes will be held at the State Controller's Office, 3301 C Street, Sacramento, California. Enter through Suite 510 and follow the signs to the Conference Center, Room 512. Free parking is available in the state employees' parking lot.

## Registration

Please complete the registration form at [www.sco.ca.gov/ard/state](http://www.sco.ca.gov/ard/state) and mail or fax it to the State Controller's Office by **April 2, 2004**.

All registrants will receive **confirmation by e-mail**.

## Contact

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State Controller's Office  
Division of Accounting and Reporting  
(916) 322-9896  
FAX (916) 323-6527

## YEAR-END FINANCIAL REPORTS REVIEW 2003-2004 REGISTRATION FORM

Name (Please Print)		Work Phone	
Classification		FAX Number	
Department		UCM ORG. Code	
Division		Interagency Mail Service Code	
Address (Indicate Room or Suite No.)		E-mail Address <b>(required for confirmation)</b>	
City/State		Zip Code	
Session No. (First Choice)		Session No. (Second Choice)	
Please list the fund code numbers for which you prepare year-end reports:			
Please indicate if you require reasonable accommodations for this training:			
Applicant's Signature		Date	
Supervisor's Name (Please Print)		Supervisor's Classification	
Supervisor's Signature		Date	
<p>Mail (or FAX) your completed registration form to the address below by April 2, 2004:</p> <p style="margin-left: 40px;"> Sandi Maestas  State Controller's Office  Division of Accounting and Reporting  P.O. Box 942850  Sacramento, CA 94250-5875  FAX (916) 323-6527 </p>			